

EPA Official Record

Mail ID: f05f4a89c02240fd82d51ea9f69a6f5b

From: Aoyama, Joyce

To: Siwiec, Tim; Buza, Sharon

Copy To: Wells, Mike; Kahlo, Meaghan

Delivered Date: 07/18/2014 06:58 PM EDT

Subject: RE: Your SF135 and Box Contents Report for the 2 Boxes of File for the FRC

Tim,
Nothing to fill out, but I'll explain that when you call. Have a great weekend!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Siwiec, Tim
Sent: Friday, July 18, 2014 3:51 PM
To: Aoyama, Joyce; Buza, Sharon
Cc: Wells, Mike; Kahlo, Meaghan
Subject: RE: Your SF135 and Box Contents Report for the 2 Boxes of File for the FRC

Joyce, I will fill it out and call you Tuesday.
Thanks

From: Aoyama, Joyce
Sent: Friday, July 18, 2014 3:48 PM
To: Siwiec, Tim; Buza, Sharon
Cc: Wells, Mike; Kahlo, Meaghan
Subject: Your SF135 and Box Contents Report for the 2 Boxes of File for the FRC

Hi Tim,
We stopped by to give you the SF135 and box report that will go in the front of Box 1 of 2. I left it on your desk. Please give me a call when you're back in the office and have a few moments to work on getting them ready to send to the FRC. I did notice that one box has the files facing the back of the box, so those files will need to be turned around.

Sharon,

I put the copy for the Records Coordinator on your desk. Please keep it with any other SF135s you may have (file or notebook?).

Let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
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